

BOROUGH OF GETTYSBURG



**DEPARTMENT OF
PARKING**

**JOB TITLE
PARKING ENFORCEMENT OFFICER**

**FLSA STATUS
(Part-Time - Wage)
(Non-Union/Non-Exempt)**

**HIRING PAY RATE
Defined by Current Collective Bargaining Agreement
2022 = \$13.17/hr.**

**SCHEDULE
Monday through Friday, Flexible
Evening and Weekends as needed**

**Job Description
(Revised August 2021)**

SUMMARY:

Position performs routine parking enforcement work involving the issuance of parking fines or citations throughout the Borough. Work is performed in accordance with established rules and regulations governing parking laws and the Borough Code of Ordinances.

Work may be performed during regular business hours, assigned shifts, and/or at all other times as may be necessary due to schedules and emergencies.

The employee works under the direct supervision of the Parking Manager, or in his/her absence, the Parking Group Leader. Employees may have contact with other Borough offices to resolve problems and with the public for the purpose of relaying factual information or explaining simple procedures.

EXAMPLES OF DUTIES & RESPONSIBILITIES: The information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

- Enforces various parking and other traffic-related ordinances
- Patrols a regularly assigned area or responds to complaints to check metered, unmetered, parking APP Zones, limited time, private property parking, and restricted parking zones for parking violations within the Borough
- Issues parking violations and plans with the Parking Manager (or Borough Manager) to boot located delinquent vehicles or requests the towing of vehicles in accordance with ordinance and violation procedures
- Electronically chalks tires of vehicles parked in unmetered limited time zones as required; Records time and returns at specified intervals; Issues parking ticket for overtime parking violations
- Patrols streets posted and scheduled for street sweeping (cleaning) and restricted parking for other reasons and issues parking tickets to violators as warranted

- Maintains contact with the Parking Department to receive complaints, checks vehicle registrations, receives special instructions, requests assistance or reports emergency situations
- Drives vehicles to perform assigned details, maintains assigned equipment, completes reports, and maintains records
- Assists office personnel in processing citations and sending out notices to previously cited vehicle owners as required
- Testifies at judicial procedures involving parking violations
- Performs routine minor repairs on meter mechanisms as required
- Assists Police Department with traffic control for parades, wide loads, special events, etc. as instructed
- Assembles, places, and removes parking bucks, meter bags, and other parking equipment for funerals, parades, special events, construction projects, etc.
- Assists meter maintenance personnel with the collection of parking revenue from on-street and KIOSK meter heads and is responsible for the transportation of collected money to and from the bank as assigned
- Attends and completes required training as assigned
- Perform other duties, including duties of other classifications (higher and lower as conditions warrant), and assists other departments as assigned by the Parking Manager, Parking Group Leader, or Borough Manager
- Occasionally issue quality of life violations in support of the Borough's Code Enforcement and quality of life programs

REQUIRED SKILLS AND ABILITIES: The ideal candidate should possess the following.

- Knowledge and skill with conflict resolution when dealing with stressful situations
- Ability to exercise independent judgement
- Ability to read, write, and communicate in the English language
- Ability to understand and follow detailed oral and written instructions
- Ability to drive motor vehicles
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public
- Ability to learn and understand appropriate vehicle parking ordinances and traffic laws related to parking in the Borough
- Ability to convey factual information concerning parking regulations to the general public
- Ability to learn and perform simple mechanical operations
- Ability to maintain composure and self-control when dealing with an angry public
- Ability to use, operate, and trouble-shoot smart-phone-style parking enforcement equipment

ADMINISTRATIVE SKILLS

- Proficiency in Microsoft Office software including Word, Excel and Outlook; Ability to work with standard office and specialized software to maintain an enforcement database, run reports, and generate enforcement documents as needed.

COMMUNICATION SKILLS

- Ability to write accurate reports, correspondence, and memos in a coherent and logical manner, using appropriate grammar and punctuation.
- Ability to communicate in a fair and concise way in all aspects of the job responsibilities, both written and verbally.

REQUIREMENTS AND QUALIFYING CRITERIA:

- Completion of high school or its equivalent (Preferred)

- Willingness to perform work of a physical nature in the out-of-doors and in various weather conditions
- Valid Driver's License (Required)
- No record of convictions or ARD dispositions for driving under the influence of drugs and/or alcohol in the previous three years
- No record of felony convictions, and a willingness to submit to a criminal background investigation
- Submit to a pre-employment drug and alcohol testing as well as a willingness to submit to periodic, random drug and alcohol testing

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your application.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Ability to perform a variety of duties requiring moderate to strenuous physical effort, significant walking with se exposure to uncomfortable weather conditions
- Position requires sufficient physical capability to do the following:
 - Patrol by foot, long hours and in various weather conditions
 - Place parking violations on windshields of various types of automobiles, buses, vans, and trucks
 - Wear the complete Parking Enforcement Officer's uniform
 - Safely operate automobiles
 - Ability to lift 25 lbs.
 - Ability to climb flights of stairs

SUPERVISION: This position receives supervision from the Parking Manager, Parking Group Leader, and/or the Borough Manager

ADDITIONAL EMPLOYMENT INFORMATION: The Borough of Gettysburg is proud to be an equal opportunity employer, committed to workforce diversity. The Borough will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact ssull@gettysburgpa.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression.

Signature Signature indicates the employee has read and understands the job expectations and requirements.

Employee Signature

Date